



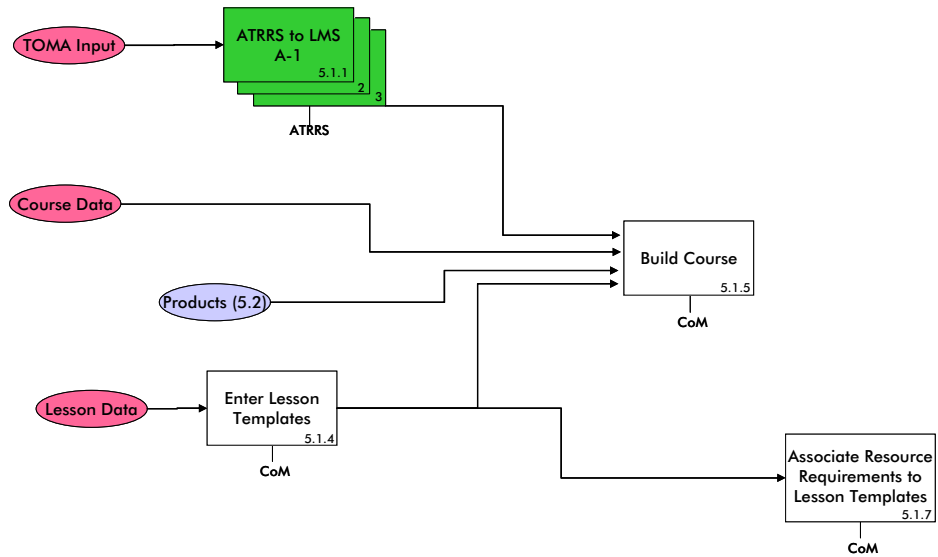
Construct Course

Office of the Project Manager, Distributed Learning System

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5.1 - Construct Course



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Module III - Construct Course 2



Information Concerning Courses

- ➔ **TRADOC Reg. 350-70 defines a Course as having four components (Course, Phase, Module, Lesson). Training SOP (Process 5) provides further detail.**
- ➔ **In ALMS each Course must have at least one Phase, Module, and Lesson.**
- ➔ **ALMS Catalog will have ATRRS and non-ATRRS, web-based and instructor led offerings.**
- ➔ **Course Managers work at the Course level; Course Iterations get worked by Class Mgr/Sched Roles.**
- ➔ **Course Managers work with Lesson Templates; Lessons get worked by Class Mgr/Sched Roles.**

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Module III – Construct Course 3

We looked at some of the issues concerning creating, storing, and using Courses in the ALMS already. This slides serves as a **reminder** of some of those topics.

1st bullet: ALMS Follows the Course/Phase/Module/Lesson taxonomy [organization, structure].

2nd bullet: Example: A Course consisting of only one Lesson must have a “dummy” Phase or Module. (These only take a minute or two to create).

3rd bullet: Course Managers will become familiar with how to work all variations; we will provide specific focus on the types each Manager will need during the data entry portion of the training.

4th, 5th bullets: These are reminders from the Terminology portion of the first ALMS briefing.



Terminology

- ➔ **Course** – Generic instance of high level aggregation of learning products.
- ➔ **Course Iteration** – Scheduled instance of a Course – inherits attributes of the Course it was built from.
- ➔ **Lesson Template** – Generic instance of lowest level learning product overtly managed by the ALMS.
- ➔ **Lesson** – Scheduled instance of a Lesson Template – inherits attributes of Lesson Template it was built from.
- ➔ **Learning Offering** – Training Product.

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Module III – Construct Course 4

As we've mentioned on the previous slide, these definitions of Courses and Lessons are important distinctions as they are worked by different Role Based Users for different actions in the training process.

Lesson Templates, Lessons, and Web-Based Products are all training Products. When selecting these from the ALMS database for use in building Courses and iterations, they will appear as choices under the heading of Learning Offering.



Terminology

- ➔ **Content** – Electronically delivered media.
- ➔ **Courseware** – Content designed to be delivered to Learner as a replacement for human instruction.
- ➔ **Product** – Content packed for delivery to Learners. Includes control data.
- ➔ **Class** – Group of Learners taking a Course Iteration.

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Module III – Construct Course 5

Examples of **Content** are: Courseware, slides, assignments, instructor notes, publications, manuals, references. Students deal with content. They do not deal with Lessons.

Courseware is a digitized version of resident or instructor led training. It is designed to be run for the Learner's PC without direct Instructor supervision.

Products include Courseware, Courses, Lessons, stand-alone training packages, and physical training media such as CD ROMs and texts.

In the ALMS, **Class** has a specific meaning. We don't refer to a curriculum or a location where training is held as a class.



How We Construct a Course

- ➔ **Create Lesson Templates**
- ➔ **Associate Resource requirements with Lesson Templates**
- ➔ **Build Course structure “down” to add Phases, Modules, and Lesson Templates**

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Module III – Construct Course 6

CoMs construct Courses using these steps....

1st bullet: Creating “templates” includes all the associations, constraints, and additional information needed to perform training of Lessons based on the template. More on that later in this Lesson.

2nd bullet: Reminder: Resources to associate with templates include Facilities, Equipment, Supplies (Expendables) & Instructors.

3rd bullet: We create or edit the Course administrative data (CAD), add a Phase or Phases, Module or Modules, then finally add the Lesson templates belonging with each Module. This completes the Course building process.

Note: Course Managers of ATRRS Courses should locate the Course administrative data in the ALMS catalog before building templates. If you don’t, you will have to leave the completed templates in storage until the Course is established in the Catalog.

You can complete the first two bullets, but not the third until ATRRS has established the Course in the ALMS Catalog (ATRRS A-1 through 3 messages).




Construct Course Vignette

Show Me Vignette

➡ “Course Manager Lesson Template” Show Me

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Module III – Construct Course 7



Lesson Template

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Reports

Search

Create

Additional information will appear after you save the object.

Go to: Catalog

Lesson Template Details

Save

Lesson Group *

Lesson Template Number *

Title *

Manager Approval

Max Discount (%) *

Training Units

Duration (Mins) *

Min Count *

Max Count *

Max In Wait List *

Units *

Security Domain

Language *

Roster Template

Abstract

☒ Display For Call Center

☒ Display For Web

☒ Enable

☒ Internal

☒ External

Available From *

Discontinued From

Proprietary School

Cancellation Reason Code

Foreign Disclosure Code

Custom3

Custom4

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Module III – Construct Course 8

8



Lesson Template Screen – Filled Out

Go to:

Curriculum Lesson Template Product Course Iteration Roster Template Courses Library Skills Reports

Change:

Lesson Template Details : LMS - Construct Course, 1009 Save

Lesson Template Details		Lesson Availability	Custom Fields:
Lesson Group *	LMS	Proponent School	
Lesson Template Number *	1009	<input checked="" type="checkbox"/> Display For Call Center	Cancellation Reason Code
Title *	LMS - Construct Course	<input type="checkbox"/> Display For Web	Foreign Disclosure Code
Manager Approval	No	<input type="checkbox"/> Enable	Custom3
Max Discount (%) *	0.00	<input checked="" type="checkbox"/> Internal	Custom4
Training Units	2.00	Available From *	
Min Count *	0	11/23/2004	
Max Count *	9999	Discontinued From	
Max In Wait List *	9999		
Units *	1		
Security Domain *	Common		
Language *	English		
Roster Template			
Abstract			

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Module III – Construct Course 9



Resources Link Screen

Calendar

Contact Us

Help

About

Log Off



Go to:

Catalog

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Skills

Reports

Search

Create

•Main

•Curriculum

•Resources

•Instructor

•Attachments

•Associated Content

•Prerequisites

•Equivalents

•Skills

•Keywords

•Checklist

•Credit Tool

Resources

The following resources have been assigned for the selected Lesson.


Add New Resource Type:

Facility

Equipment

Inventory


Employee

Edit	Specific Resource	Purpose	Quantity	Type	Resource Type	Rate	Rate Template	
		assignment of resource	1	Facility	Class Room	0.0		
		Instructor	1	Employee	Instructor	0.0		 Add 


[View Resources Assigned to Users](#)

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Module III - Construct Course 10



Lesson Template Details Screen – Filled Out



Calendar

Contact Us

Help

About

Log Off

Go to:

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Skills

Reports

Search

Create

Main

Curriculum

Resources

Instructor

Attachments

Associated Content

Prerequisites

Equivalents

Skills

Keywords

Checklist

Audit Trail

Courses

Internationalization

Notes

Language

Clone

Change:

Lesson Template Details : LMS - Construct Course, 1009 Save

Lesson Template Details

Lesson Group *

LMS

Lesson Template Number *

1009

Title *

LMS - Construct Course

Manager Approval

No

Max Discount (%) *

0.00

Training Units

Duration (Hrs) *

2.00

Min Count *

0

Max Count *

9999

Max In Wait List *

9999

Units *

1

Security Domain *

Common

Language *

English

Roster Template

Abstract

Lesson Availability

☒ Display For Call Center

☐ Display For Web

☐ Enable

☒ Internal

☒ External

Available From *

11/23/2004

Discontinued From

Custom Fields:

Proponent School

Cancellation Reason Code

Foreign Disclosure Code

Custom3

Custom4

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Module III – Construct Course 11



Construct Course PE

➡ Course Manager PE #1

- Create a Lesson Template
- After you save the Template, make sure you enter Resources and the attachment

➡ **ALMS Training Database is located at:**
<http://training.lms.army.mil>

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Module III – Construct Course 12




Construct Course Vignette

Show Me Version

➔ **Course Manager “Create and Edit Course Map” Show Me**

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Module III – Construct Course 13



Course Details Screen


Calendar

Contact Us

Help

About

Log Off



Go to:

Catalog

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Skills

Reports

Search

Create

• Main

• Internationalization

• Notes

• Prerequisites

• Roles

• Audit Trail

• Course Iterations

• Attachments

Change:

Course Details: ENGINEER OFFICER CAPTAINS CAREER (4-5-C22_)

Course Phases

Save

Name *

ENGINEER OFFICER CAPTAIN

Version

Available from *

10/01/2004

Discontinued from

Security Domain *

Engineer R

Acquire within (days)

0

Valid For (days)

Notify before (days)

Course Recertification Window (days)

Recertification Policy

☒ Set new expiration date based on completion date of last required item

Custom Fields

Course Number

4-5-C22

PO1_ID

School Code

ENGINEER SCH FT LEONARD WOOD


Foreign Disclosure Code

UNDETERMINED/NOT YET POSTED

Phase

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Module III - Construct Course 14



Course Phase Data Input

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Reports

Search

Create

Additional information will appear after you save the object.

Go to: Catalog

Course Phase Details

Back

Name

☐ Check this box For Course Re-certification

Avail. From

Disc. From

Acquire within (days)


Modules:

[Add New](#)

Edit	Module	No of Offerings	Required?	Delete
No Results Found.				

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Module III – Construct Course 15



Course Module Data Input

ELIADT

Search

Create

Additional information will appear after you save the object.

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Reports

Go to: Catalog

Course Module Details

Back

Name:

☒ Required

Number of offerings that learner must finish:

Learning Offerings: [Add New](#)

Title	Category	Version	Delete
No Results Found.			

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Module III – Construct Course 16

Learning Offering Selection Input

Search for Learning Offerings - Microsoft Internet Explorer

Search for Learning Offerings Cancel

Category : Web Based

Product Group : Select One

Title :

☐ Select All

GO Done

	Part No ▲	Title	Product Group	Version
<input type="checkbox"/>	11B30	11B30	Infantry test	
<input type="checkbox"/>	1200A1	Commander's Safety Course Block 7	General Training	
<input type="checkbox"/>	1205A1	Commander's Safety Course Resource Navigation Certification Exam	General Training	
<input type="checkbox"/>	1210A1	CSC Risk Management Certification Exam	General Training	
<input type="checkbox"/>	543	Cleaning M16	Infantry test	
<input type="checkbox"/>	88H30A	88h30a	CASCOM	

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Module III – Construct Course 17

The CoM uses the Category and Product Group drop down menu to narrow his search for a Learning Offering. Values the CoM should use are:

Category: Lesson Template

Product Group: Name of Proponent of the Training (same as Course, generally).

Title: Use the name of the Lesson Template.

Use the checkboxes that correspond with the LOs that appear after the search to select which LOs you want to include in your Module. Multiple checked boxes are allowable and save time. Click “Done” when complete.

Course Search Screen

Calendar | Contact Us | Help | About | Log Off

U.S. ARMY

Go to: Catalog

Curriculum | Lesson Template | Product | Course Iteration | Roster Template | **Courses** | Library | Skills | Reports

Search
Create

Search:
Name like

GO

Enter the search criteria in the left sidebar and click the GO button to display search results in this window.

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Module III - Construct Course 18

The CoM uses the Category and Product Group drop down menu to narrow his search for a Learning Offering. Values the CoM should use are:

Category: Lesson Template

Product Group: Name of Proponent of the Training (same as Course, generally).

Title: Use the name of the Lesson Template.

Use the checkboxes that correspond with the LOs that appear after the search to select which LOs you want to include in your Module. Multiple checked boxes are allowable and save time. Click “Done” when complete.

ATRRS Managed Course Search Results

Calendar | Contact Us | Help | About | Log Off

Go to: Catalog

Curriculum | Lesson Template | Product | Course Iteration | Roster Template | **Courses** | Library | Skills | Reports

Search Results
Results -- 1 items found.
Name like: Carp

Search:
Name like
Carp
GO

Edit	Name ▲	Version	Acquire within (days)	Valid For (days)	Discontinued from	Available from	Notify before (days)	Delete
	CARPENTRY/MASONRY SPECIALIST RECLASS (052-21W10 (R) (DL)_1)	125				01/01/1900		

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Module III – Construct Course 19

The CoM uses the Category and Product Group drop down menu to narrow his search for a Learning Offering. Values the CoM should use are:

Category: Lesson Template

Product Group: Name of Proponent of the Training (same as Course, generally).

Title: Use the name of the Lesson Template.

Use the checkboxes that correspond with the LOs that appear after the search to select which LOs you want to include in your Module. Multiple checked boxes are allowable and save time. Click “Done” when complete.

ATRRS Managed Course

Curriculum Lesson Template Product Course Iteration Roster Template **Courses** Library Skills Reports

Search
Create

•Main
•Internationalization
•Notes
•Prerequisites
•Roles
•Audit Trail
•Course Iterations
•Attachments

Change: [v]
Course Details: CARPENTRY/MASONRY SPECIALIST RECLASS (052-21W10 (R) (DL)_1) Course Phases Save

Name *
[CARPENTRY/MASONRY SPE]
Version
[]
Available from *
[01/01/1900] [v]
Discontinued from
[] [v]
Security Domain *
[Engineer R]
Acquire within (days)
[125]
Valid For (days)
[]
Notify before (days)
[]
Course Recertification Window (days)
[]
Recertification Policy
[]
[] Set new expiration date based on completion date of last required

Custom Fields
Course Number
[052-21W10 (R) (DL)]
POI_ID
[]
School Code
[ENGINEER SCH FT LEONARD WOOD]
Foreign Disclosure Code
[UNDETERMINED/NOT YET POSTED]
Phase
[1]

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Module III - Construct Course 20

The CoM uses the Category and Product Group drop down menu to narrow his search for a Learning Offering. Values the CoM should use are:

Category: Lesson Template

Product Group: Name of Proponent of the Training (same as Course, generally).

Title: Use the name of the Lesson Template.

Use the checkboxes that correspond with the LOs that appear after the search to select which LOs you want to include in your Module. Multiple checked boxes are allowable and save time. Click “Done” when complete.



Construct Course PE

➤ Course Manager PE # 2 & 3

- PE 2 - Enter a Course into the ALMS consisting of 1 Phase, 1 Module, 2 Learning Offerings (Lesson Templates), and 1 Product.
- PE 3 - Enter an ATTRS Managed Course into the ALMS.

➤ **ALMS Training Database is located at:**
<http://training.lms.army.mil>

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Module III - Construct Course 21



Business Cases For Courses

- **Business Case:** An ordered sequence of steps needing to be taken in order to accomplish a task. In our terms, we say an individual Business Case covers a set of steps taken to solve a training problem.
- Sources of Course Data
- Instructor Led Courses
- Web-Based Courses
- Hybrid Training Courses
- Incorporating Pre-Tests

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Module III – Construct Course 22



Sources of Course Data

➔ Sources of Course organizational structure

- POI, Lesson Plan, TSP, STP, etc.
- ASAT, other automated training data sources
- Planning Documents (e.g. Long-Range Schedules)

➔ Data element requirements

➔ Control parameters and methods

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Module III – Construct Course 23

The LMS needs accurate and current data in order to support training. This data resides in your institution in a number of places and forms. The CoM needs to know where to look for this information in order to input it into the system.

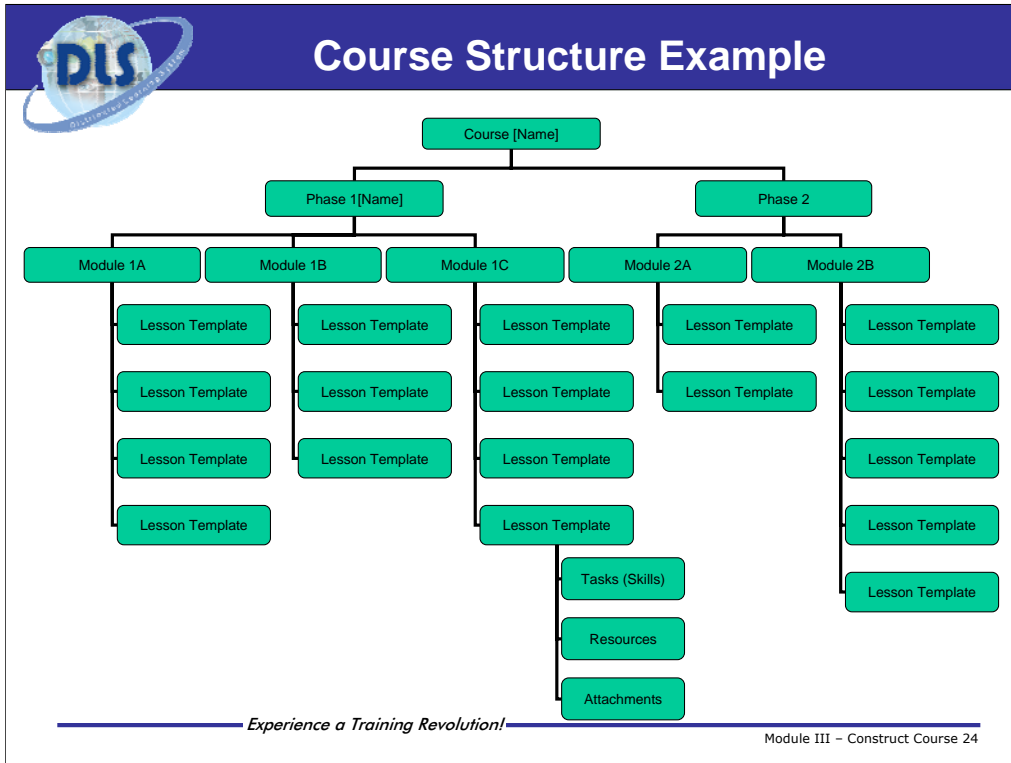
1st Bullet: Most training institutions employ a Program of Instruction (POI) as an outline for conducting training. Generally, these documents are well developed and contain a wealth of information that can be gleaned for input into the ALMS. The POI itself can be attached to a Course stored in the system. The Automated Systems Approach to Training (ASAT) is a training support software package used for developing Training Support Packages (TSP). These packages likewise contain important data (for example Resource requirements at the Lesson level) that can be used for ALMS input. Before beginning to input a Course in the ALMS, the CoM must at least understand how the Course is sub-divided into Phases, Modules, and Lessons. [Trainer show next slide.]

Regardless of where the data comes from, the CoM must understand his Course's construction in detail in order to have the ALMS execute his intent.

2nd Bullet: At the Lesson level, the CoM must have collected and organized in advance all the data needed to construct a complete template in the ALMS. Some of these data elements include: Attachments, Resource requirements, prereqs, associated Skills, etc.

3rd bullet: The CoM must also understand the intent of the Proponent in terms of how this Course is structured and the associated rules in order to have the ALMS communicate that intent. Examples are: Thresholds for testing, administrative requirements, prereqs, restrictions on registration, associated certifications, instructor qualifications, etc.

Currently not used: [Trainer: Go To POI annotated screen shot slide.]



This diagram shows a model of how a Course might look when organized into the C/P/M/L construct. Your Course may have different amounts of P/M or Lesson templates, but should be able to be mapped into a diagram similar to this.

Notes:

Remember that all Courses must have at least one Phase, Module and Lesson.

Modules can have varying numbers of Lessons.

The Attachments, Skills, and Resources under one Lesson template should apply to all.



Instructor-Led Training

- 1. Built Lesson Templates**
- 2. Associate Resource requirements with Lesson Templates**
- 3. Establish or edit (if ATRRS managed) course parameters**
- 4. Build Course, Phase, Module structure**
- 5. Associate Lesson Templates to Modules (Add Learning Offerings)**

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Module III – Construct Course 25

This is the Business Case we followed in our training. This is the model for constructing most Courses conducted in resident training.



Web-Based Training

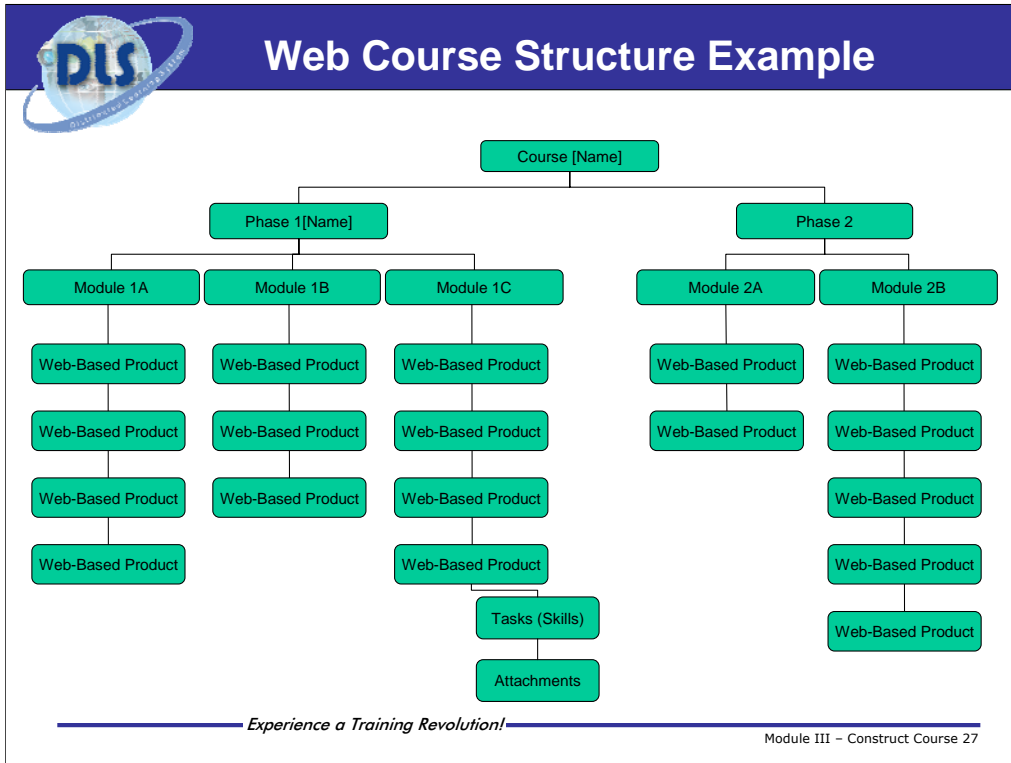
- 1. Load Courseware (either Process 4 or Process 5.2.3)**
- 2. Publish as new or existing Product**
- 3. Establish or edit (if ATRRS managed) course parameters**
- 4. Set control parameters, as appropriate**
- 5. Follow steps for Construct Course Business Case, substituting Web-based Product for Lesson Template when adding Learning Offerings**

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Module III – Construct Course 26

The first two steps are parts of a Process we haven't covered yet. For the sake of this business case, we assume they are completed, because the Web-based Products need to be already in the system in order to complete the Course building steps for Web-based training (Step 5).

Reminder – There are no Lesson Templates in Web Based Training.



This is the same model as we used to demonstrate the structure for an Instructor led Course, except that Lesson templates have been replaced by Products. Each Product represents one digitized “package” of Courseware. Note that Resources are not required in this model, because Web-based training requires none (only a computer and Courseware).



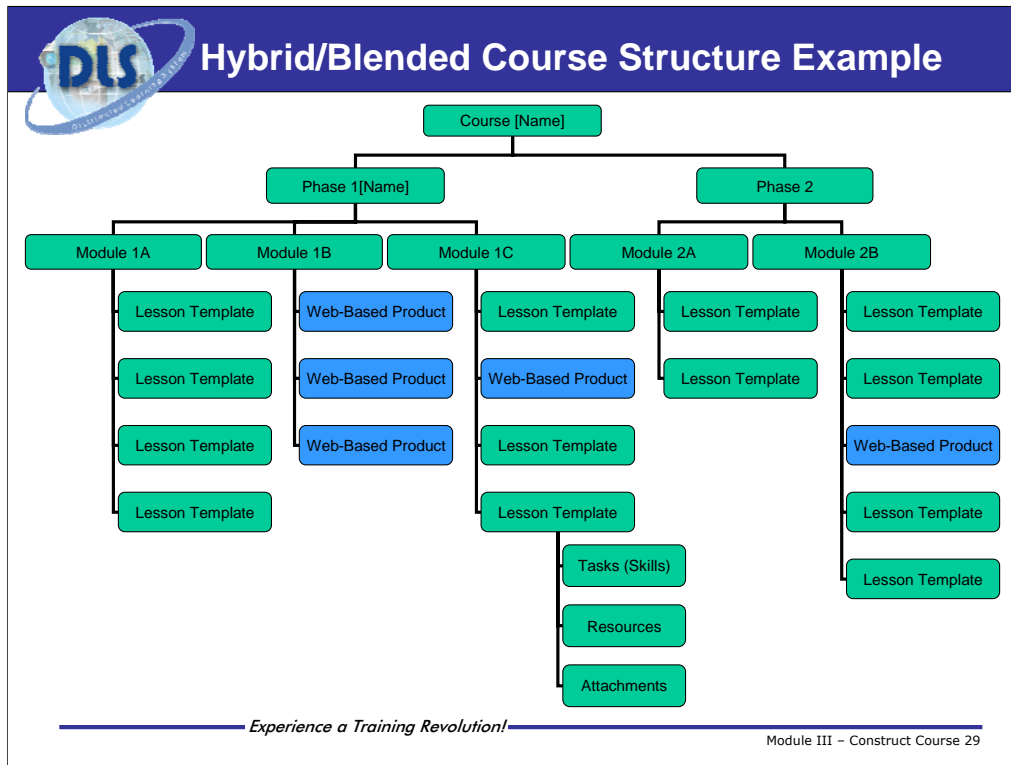
Hybrid/Blended Training

- 1. Establish Course as if “Instructor led”.**
- 2. Publish Web-based Courseware as new or existing Products.**
- 3. Build Course, Phase, Module structure.**
- 4. Establish internal prerequisites as necessary to control flow.**
- 5. Web-Based training is available and can be executed depending on student progress.**

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Module III – Construct Course 28

A Hybrid Course has some Lessons as Web-based and some which are to be Instructor led. They may be segregated by Module or interspersed within a Module.



This diagram shows a model of how a Hybrid Course might look when organized into the C/P/M/L construct. Your Course may have different amounts of P/M or Lesson templates, but should be able to be mapped into a diagram similar to this.

Notes:

Legend: Blue background indicates which portions of the Hybrid Course are Web-based.

Remember that all Courses must have at least one Phase, Module and Lesson.

Modules can have varying numbers of Lessons.

The Attachments, Skills, and Resources under one Lesson template should apply to all.



Incorporating Web-based Pre-Tests

- 1. Pre-test and content with post-test must be separate packages.**
- 2. Publish both packages as Products.**
- 3. Build Course, Phase, Module structure.**
- 4. Establish each set as a module with 1 of 2 Lessons required- “Number of Offerings a Learner Must Finish” box.**

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Module III – Construct Course 30

This procedure is used when a Lesson has a Pre-test as a separate Web-based package and the Lesson’s content with an embedded “post-test” as another separate package. The intent of the pre-test is to “test out” of the material, rather than be diagnostic.

By setting the number of LOs to one, this means that the Learner must pass either the pre-test (test out) or the post test (Lesson completion) to “get credit.”

Note: If using the ALMS Content Builder, the “Maximum Attempts” value for the pre-test must be set to one (1).



Construct Course Summary

What We've Learned ...

- ➔ Building Lesson Templates
- ➔ Associating Resource requirements with Lesson Templates
- ➔ Constructing Courses (Phases, Modules, Lessons)
- ➔ Common Business Cases for Course Managers

Questions?

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Module III – Construct Course 31

We've learned:

- How to build Lesson Templates.
- How to associate Resource requirements with Lesson Templates.
- How to Construct Courses with Phases, Modules, and Lessons.
- And we went over some common Business Cases for Course Managers.

Do you have any Questions pertaining to Constructing a Course?